

## GOVERNMENT/CONTRACTOR PROVIDED EQUIPMENT/SUPPLIES LIST

In January 2005, the PTO will complete its relocation from 17 buildings throughout the Crystal City area. The majority of the office will be housed in the new Carlyle campus in Alexandria; the remaining organizations will be housed in the South Tower building in the southern end of Crystal City. Approximately 15,000 square feet will be available in the concourse areas of the Jefferson and Remsen buildings to house the Tech Center copying function, incoming and outgoing mail processing, file maintenance support, print working folders and other tasks as appropriate; approximately 3,800 square feet will be available in the Randolph and Knox buildings to house incoming and outgoing mail processing for each of those buildings. Office of Petitions, walkup copier, and TM support also will be performed in Government space at the Carlyle campus. In the South Tower, approximately 28,000 square feet will be available to house contractor functions in support of OIPE and PCT operations; three contract management offices (approximately 100-150 square feet each) also will be available in this building. File Information Unit (FIU) support will be performed in FIU space in the South Tower. PCT and US application files currently are housed in PTO warehouse space located in Newington, VA. The warehouse is typical warehouse space (e.g., concrete floors; large, open areas; bay doors providing truck delivery access) which is heated but not air-conditioned. The configuration and location of PTO-provided space housing PTO and/or contractor employees is subject to change at any time as a result of changes in need and availability. The contractor is required to provide needed support in any newly acquired PTO space, whatever its location.

The contractor is required to obtain space to house their project management personnel in support of this contract. The location of this space must be such that the project management personnel can arrive at the COTR's office after a maximum of 30 minutes' advance notice. This space must be readily accessible to the COTR and other Government personnel.

Except as otherwise specified, furniture and equipment for the contractor's use in performing the work will be provided by the PTO. Some furniture may be available for the contractor's use in its contract management offices. Government-provided lockers and fully furnished (i.e., sinks, refrigerators, microwaves, tables and chairs) pantries are available for contract employee use in the Carlyle facilities. Pantries are available for contract employee use in the South Tower; however, refrigerators and microwaves must be provided by the contractor if required. Pantry facilities are not available in the warehouse although the contractor may install a refrigerator and/or microwave if desired. Government-owned telephones will be available to the contractor for official use communicating with the Government and among contractor offices. If available, contract employees may lease parking permits from commercial vendors at the Carlyle campus and the South Tower building; however, the PTO makes no guarantee as to the availability of such permits. A limited amount of free parking is available at the Newington warehouse.

The following provides a general, non-inclusive guide as to equipment and supplies to be provided by the Government and the contractor.

**File Maintenance**

- **Government-provided equipment:** Shoecases, racks, carts, PCs (PALM stations);
- **Government-provided supplies:** Shoe labels, folders for artifact files;
- **Contractor-provided supplies:** General office supplies;

**Tech Center Copying**

- **Government-provided equipment:** PCs (PALM stations), carts;
- **Government-provided supplies:** Copy paper for special jobs (e.g., colored paper)
- **Contractor-provided equipment:** Copiers, staplers;
- **Contractor-provided supplies:** Paper, copier supplies, general office supplies;

**Document Receipt and Mailing**

- **Government-provided equipment:** Fax machines/PCs containing Right Fax software, printers, PCs (PALM stations and other), carts, copiers;
- **Government-provided supplies:** Paper, envelopes, printer toner;
- **Contractor-provided supplies:** General office supplies;

**Print Working Files**

- **Government-provided equipment:** PCs, printers, carts;
- **Government-provided supplies:** Paper, folders, printer toner;
- **Contractor-provided supplies:** General office supplies;

**Petitions Support**

- All equipment and supplies provided by Government as needed;

**Mail Open/Sort**

- **Government-provided equipment:** PCs (PALM stations), printers, label printers, hampers, tubs, carts, shelving, copiers;
- **Government-provided supplies:** Stamps, plastic bags, copy paper, application and artifact folders, printer toner
- **Contractor-provided supplies:** General office supplies;

**Fee Collection**

- **Government-provided equipment:** PCs, printers, shelving, copiers;
- **Government-provided supplies:** Paper, printer toner;
- **Contractor-provided supplies:** General office supplies;

**Formality Review**

- **Government-provided equipment:** PCs, printers, copiers;
- **Government-provided supplies:** Paper, envelopes, printer toner;
- **Contractor-provided supplies:** General office supplies;

**Bib Data Entry**

- **Government-provided equipment:** PCs, printers;
- **Government-provided supplies:** Printer toner;
- **Contractor-provided supplies:** General office supplies;

**PCT Copy Provision**

- **Government-provided equipment:** PCs, printers, carts;
- **Government-provided supplies:** non-A4 paper, stamps, printer toner;
- **Contractor-provided equipment:** Copiers, staplers;
- **Contractor-provided supplies:** A4 paper, general office supplies;

**PCT Mailing**

- **Government-provided equipment:** PCs, printers, copier, carts;
- **Government-provided supplies:** paper, envelopes, printer toner;
- **Contractor-provided supplies:** General office supplies;

**PCT File Room Maintenance**

- **Government-provided equipment:** High-speed printers, PCs, shelving;
- **Government-provided supplies:** Folders, papers, printer toner;
- **Contractor-provided supplies:** General office supplies;

**TM Support**

- All equipment and supplies provided by Government as needed.